



# NAVAJO COUNTY

## JOB DESCRIPTION

**TITLE:** Inmate Support Aide

**FLSA:** NE

**SERVICE:** Classified

**REVISED:** 6/1/05

**Summary:** Under close supervision, performs clerical work of routine difficulty to include inmate visitation support and clerical duties; performs related work as assigned.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Logs inmate visitors in and completes wants and warrants check of same. Denies visitation as appropriate with prescribed procedures
- Schedules professional visitations (i.e., attorneys, medical and mental personnel) and maintains visitation log.
- Accepts monies property, messages documents, etc. for inmates and keeps a record of such.
- Answers inquiries to explain procedures, give status of inmates, verify information and provide media access to the "24 hour log."
- Maintains necessary logs and records and insures that they are timely and current.
- Explains visitation rules and regulations to all visitors.
- Accepts money for inmates and conveys it to commissary or accounting personnel.
- Receives and inspects all incoming inmate mail for checks and/or money orders and contraband; reports all contraband found in incoming mail.
- Reports problems to supervisor.

### Knowledge and Skills:

- Knowledge of applicable State, Federal and local laws, rules and regulations governing correctional institutions.
- Knowledge of principles and practices of accounting and record keeping and reporting.
- Knowledge of basic mathematical principles.
- Skill in operating common office equipment including computers and associated accounting and office software.
- Skill in typing/data entry at a level sufficient for the position.
- Skill in effectively interacting with individuals and families from a variety of different economic, social, educational and ethnic backgrounds.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

### Minimum Qualification:

High School Diploma or GED; AND at least one year experience in corrections work; AND valid driver's license.